



**Northwest Iowa
Community College**

Region IV Telecommunications Council

MINUTES

Monday, August 27, 2012

8:00 am – 8:40 am

1. Call to order and roll call. Members will give brief introduction of themselves.

Twyla Vogel, RTC IV Chair called the meeting to order at 8:00.

RTC Members Present: Gretchen Bartelson, Amanda De Groot, Rose Molacek, Twyla Vogel

RTC Members Absent: Michael Fitzpatrick, Josh Folkerts, Jason Moser, Patrick O'Donnell

Guests: Mike Oldenkamp, Logan Van Den Berg

2. Explanation of New State Requirements

Twyla explained that the state is now requiring monthly tracking reports and a new allocation process in its desire for consistency, documentation, and accountability among RTC regions. With the new allocation process, 50% of the dollars for the region will be disbursed after the regional support services plan is approved and the other 50% will be distributed in January after it is determined that monthly reports were done as required. Monthly reports need to be submitted by the ICN technical assistance coordinator, the Lan/Wan coordinator and the ICN scheduler.

3. Staff Reports

- a. Mike Oldenkamp – NCC Director of Technology and Information Services

Mike reported that he and Gretchen Bartelson have looked into the possibility of updating the current ICN systems with poly-coms. Matching grants with the Dept of Agriculture had been available so NCC had included the match in the bond that went up for vote in Area 4. The bond was defeated so we have not looked at that option recently. It would take \$1 million to update all the local ICN sites.

- b. Twyla Vogel – NCC Scheduler

Twyla took over as the ICN coordinator for NCC, replacing Colette Scott who retired last May. She is acquainting herself with the ICN system and the new requirements for reporting and has attended the training sessions that ICN has provided.

Five area schools are using the ICN for dual-credit classes with NCC for the fall term.

- c. Logan Van Den Berg – NCC ICN Technician

Logan is available for technical issues related to the ICN equipment.



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- d. Mitch Dowhower – NWAEA LAN/WAN Technician

Because Mitch was not on the conference call, Mike explained the duties assigned to Mitch of assisting K-12s in Area IV with their LAN/WAN area networks.

4. Election of Chair, Vice-Chair and Secretary

Chair: Twyla Vogel

Vice-chair: Mike Oldenkamp

Secretary: Rose Molacek

5. RTC IV FY 2013 Regional Support Services Plan

- a. Review Plan

- b. Approval of Plan

Even though the plan was approved by the voting members on the call, there was not a quorum so another meeting needed to be scheduled to get the support needed. The meeting will be held via teleconference on Thursday, August 30 at 12:00 noon.

6. Comments from Council Members

There are many types of set-up and equipment in ICN sites of the area. It can be very confusing for a user who is a new or infrequent user. The suggestion was made to send letters to the ICN representative in each Area IV location so support information can be shared along with the expectations for the ICN rooms. Twyla will work on this.

Gretchen will again look into grant opportunities for updating the ICN equipment in Area IV. She will report at the next meeting.

7. Set date for next meeting in January

Twyla will set the next meeting for the second week in January. Invitations via email will be sent in December.

8. Adjournment

It was moved and seconded to adjourn the meeting.

Submitted by interim secretary: Twyla Vogel